

Citrus College

Directions How to

Print Unofficial Transcripts

<https://wingspan.citruscollege.edu>



PREPARING TO PRINT UNOFFICIAL TRANSCRIPT

- You will need the following to **ENTER SECURE AREA** in WingSpan

1. Your Citrus College ID number/User ID
Continuing student ID will begin with **CC**, or **A**
New student ID will begin with **A**
2. PIN (Personal Identification Number) is your 6-digit Birth Date in the form of mmddyy

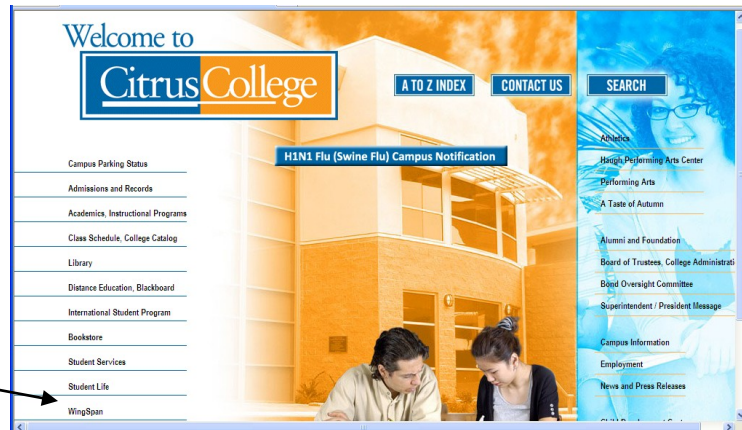
Example:

Keith J Smith CC1234560 with a birth date of 07/03/78 would type in the PIN as **070378**
Sarah Jones A12345600 with a birth date of 10/30/84 would type in the PIN as **103084**.

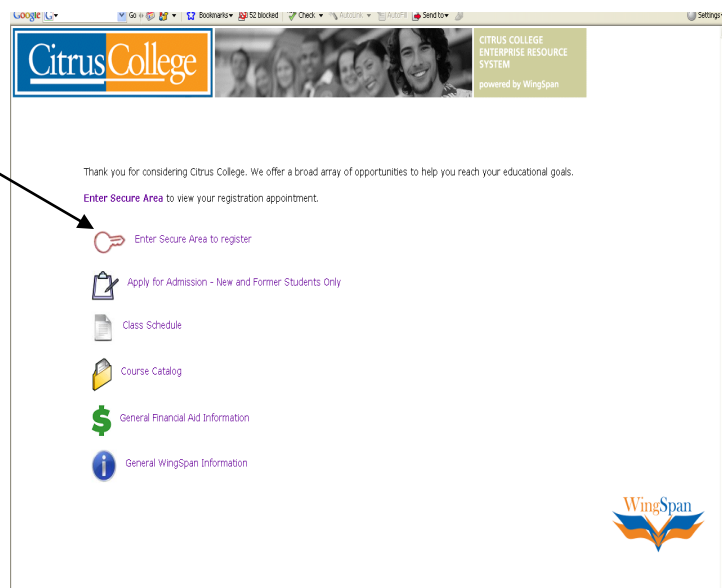
The screens shown are subject to change.

Go to: <https://wingspan.citruscollege.edu>

Click on **WingSpan**



Click on **Enter Secure Area**



WingSpan Online

Please follow the instructions below.

1. Your User ID Number is your nine-digit Citrus ID Number (example: CC1234567 or A00123456)
Please note: **ID is Case Sensitive.**
2. On your **very first login** to this area, you will use your birth date - MMDDYY (example: April 30, 1988, enter 043088) - as the six-digit Personal Identification Number (PIN).
Note: If you have previously logged in to the secure area, please use the NEW 6 DIGIT PIN number you created.
3. When finished, click on the Login button below.

If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.


NOTE: If you are unsuccessful entering the secure area, contact Admissions and Records at (626) 914-8833 or (626) 914-8511.

To protect your privacy, please exit and close your browser when you are finished.

User ID:
PIN:

- You will be prompted to change your PIN
- Type in your 6-digit Birth Date in the old PIN box
- Type in a new 6-digit PIN
- Retype the new 6-digit PIN to confirm you have typed it correctly

Login Verification Change PIN

 Your PIN has expired. Please change it now.


Re-enter Old PIN:

New PIN:

Re-enter new PIN:

- Click on the **Login** button
- A security window will open. Type in a question like, "What is my dog's name?"
- Type in the answer
- Click on **Submit**

Login Verification Security Question and Answer

 If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

Answer:

WingSpan Online

- You are now at the **Welcome** screen and should see your name at the top of the screen
- Click on the link **Admissions & Records**

Personal Information Student and Financial Aid Employee

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Tom Cheng, to the WWW Information System!

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Admission & Records](#)
Apply for Admission, Register, View your academic records and Financial Aid

- **You're getting closer to Unofficial Transcripts!**
- In the next window, click on the link **Student Records**

Personal Information Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services & Financial Aid

[Registration](#): [registration appointment](#), [registration status](#), [class information](#)
Check your registration status, class schedule, add or drop classes and view registration appointment

[Student Records](#)
View your holds, grades and transcripts

[Student Account](#)
View your account summaries, statement/payment history and tax information

WingSpan

- In the next window, click on the link **Unofficial Transcript**

Personal Information Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Records

[View Holds](#)

[Final Term Grades \(effective Summer 2007\)](#)

[Unofficial Transcript \(prior to Fall '83, not available online\)](#)

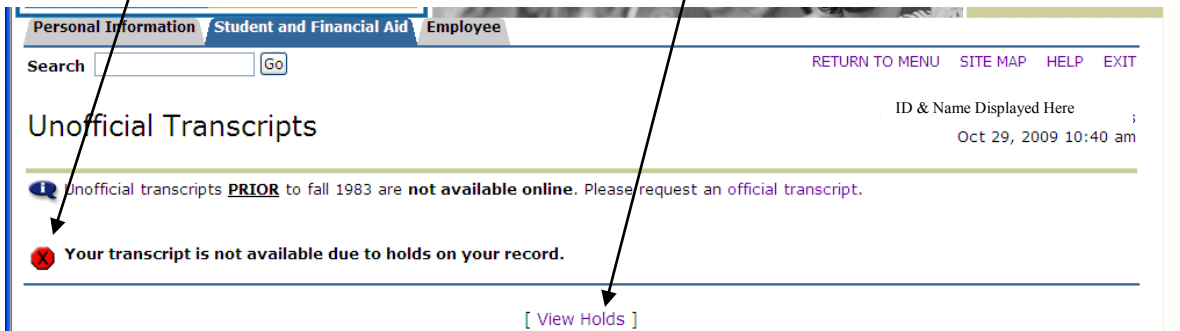
[View General Student Record](#)

[Course Catalog](#)

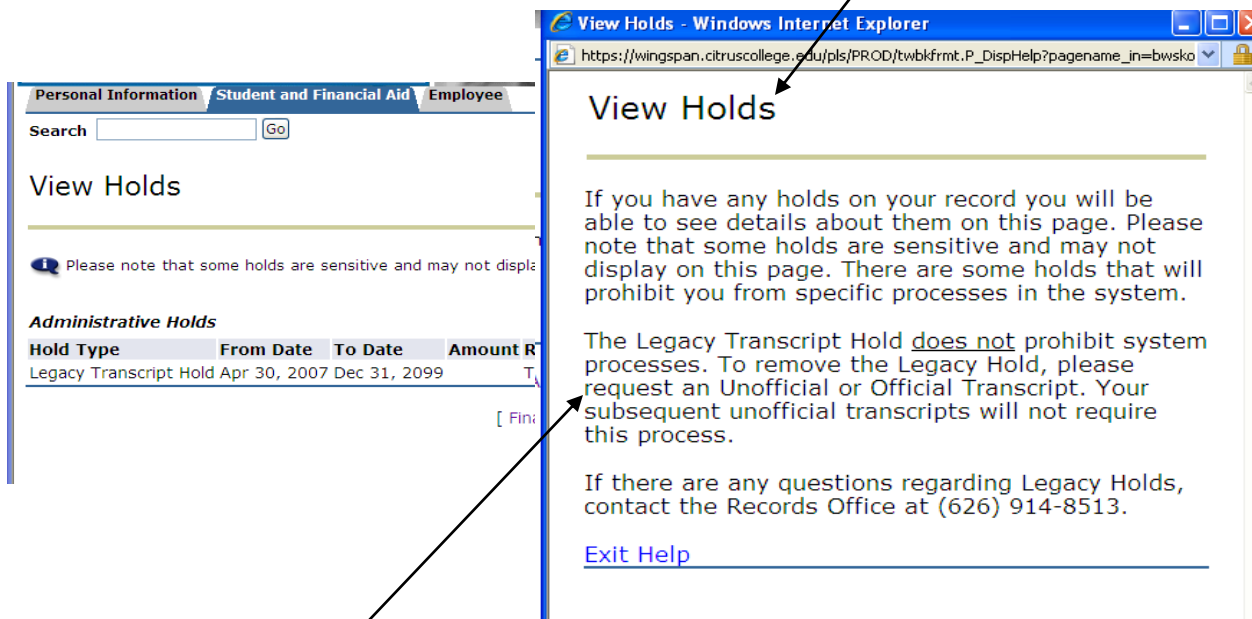
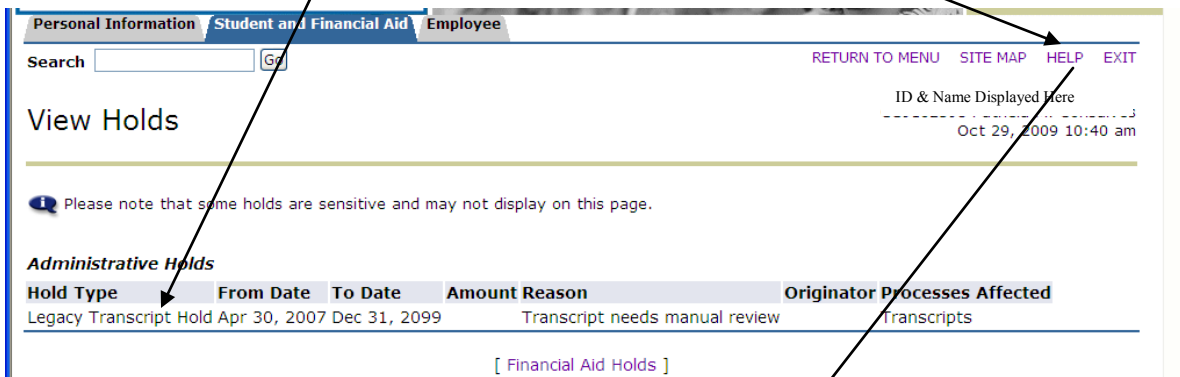
[Class Schedule](#)

- **NOTE:** Unofficial Transcripts prior to fall 1983, are **not** available online.
Request an Official Transcript. For more **info** go to:
<http://www.citruscollege.edu/ar/Pages/Transcripts.aspx>

- If an **X** appears due to Holds, click **View Holds** to display the **Holds**.
- If no **Hold** go to page 6.



If a **Legacy Transcript Hold** appears click on **HELP** for more info



For Unofficial Transcript Request Form go to:
<http://www.citruscollege.edu/ar/Documents/unofficialtranscript.pdf>

- If No Holds are displayed the following screen appears:
- Click Submit

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Unofficial Transcripts ID & Name Displayed Here
Oct 29, 2009 08:41 am

i Unofficial transcripts **PRIOR** to fall 1983 are **not available online**. Please request an **official transcript**.

Transcript Level: All Levels
 Transcript Type: Unofficial

[View Holds]

- Unofficial Transcript displayed below
- Print Unofficial Transcript.....

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Unofficial Transcript ID & Name Displayed Here
Oct 29, 2009 03:09 pm

i This is **not** an official transcript. Courses which are in progress may also be included on this unofficial transcript.

[Institution Credit](#) [Transcript Totals](#)

Transcript Data

STUDENT INFORMATION

Birth Date: Sep 21, 1974

Curriculum Information

Current Major

Major: Social & Behavioral Sciences

This is NOT an Official Transcript

INSTITUTION CREDIT -Top-

Fall 2000

Academic Standing:

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R CEU Contact Hours
ART	145	CR	CERAMIC DESGN/DECOR		3.000	0.00		
ESCI	115	CR	PLANETARY ASTRONOMY		3.000	0.00		
HIST	108	CR	POL/SOC HISTORY U S		3.000	0.00		

Term Totals (Credit)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	9.000	0.000	0.000	9.000	0.00	0.00
Cumulative:	96.000	64.000	64.000	75.000	185.00	2.46

Unofficial Transcript

TRANSCRIPT TOTALS (CREDIT) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	96.000	64.000	64.000	75.000	185.00	2.46
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	96.000	64.000	64.000	75.000	185.00	2.46

Unofficial Transcript

[Overall Financial Aid Status | Financial Aid Eligibility Menu]

